



PROCUREMENT DIRECTIVES

- Recent ADS References Re: Gender
- Examples of Gender Language in Procurement

Functional Series 302: USAID Direct Contracting

302.5.14: Incorporating Gender Considerations into Evaluation Criteria for Competitive Solicitations:

“Contracting Officers must ensure that competitive contract solicitations comply with the policy and essential procedures contained in ADS sections 202.5.5c and E202.5.5c (See ADS 202.5.5c and E202.5.5c), by either

- a) Including an appropriately weighted technical evaluation criterion addressing gender considerations in all competitive solicitations, or
- b) Returning to the Strategic Objective Team (SOT) any request for a competitive contract action that does not contain either a draft evaluation criterion or a short statement of justification as to why gender is not an appropriate consideration for the activity.”

E302.5.14: (additional details)

- “a) Prior to accepting for action any request for a competitive contract, the Contracting Officer must review the Statement of Work (SOW) and evaluation criteria to verify that they comply with ADS 202.5.5c and E202.5.5c. If gender is not addressed in the SOW and the request does not include the short statement of justification from the Office Director or equivalent specified in E202.5.5c, the Contracting Officer must return the request to the SOT and may not take any further action on the request until the SOT brings the request into compliance with ADS 202.5.5c.
- b) The Contracting Officer is ultimately responsible for the appropriateness of all evaluation criteria in a solicitation and will therefore make the final decision regarding the wording and relative weighting of the gender criterion to all the evaluation criteria. The SOT is responsible for recommending language for both the SOW and the evaluation criteria, and for conveying to the Contracting Officer the programmatic importance of the criteria.
- c) The Contracting Officer is not required to determine the soundness of the justification statement but may suggest revisions to better support the written record. However, the cognizant technical Office Director or equivalent makes the final decision on the actual wording of the justification.”

Functional Series 303: Grants and Cooperative Agreements to Non-Governmental Organizations

303.5.5b: Evaluation Criteria

"Criteria used to evaluate applications shall include, at a minimum, the technical merits of the applications, cost effectiveness and cost realism of the application, and past performance of the applicant.

In addition, USAID policy requires that gender issues be addressed as appropriate in all USAID-funded activities (*See Mandatory Reference, USAID Policy Paper, "Women in Development," dated October 1982*). If the SO/RP team decides that gender issues will not be incorporated, they must document their decision in accordance with the requirements in E303.5.5b, paragraph 4 (E303.5.5b, paragraph 4)."

E303.5.5b Evaluation Criteria: (additional details)

"4) If the SO/RP team decides that gender issues are not applicable to a specific assistance activity, they must document the decision in writing. When the total anticipated funding for activities covered by a single R-FA or APS is \$250,000 or more, the SO/RP team must refer their decision to the Mission Director or to the Assistant Administrator or his/her designee for approval.

5) Whenever gender issues are to be incorporated into the activity, the RFA or APS announcement must state the requirement. In developing specific criteria for evaluating the applicant's plan to incorporate gender issues into the overall activity, the SO/RP team shall consult, to the extent necessary, with the Bureau for Global Programs, Office of Women in Development (G/WID) for guidance on structuring the criterion to evaluate the plan's positive impacts on the socioeconomic status of women, any differential impacts on men and women, and methods for measuring these impacts."

Functional Series 202: Managing for Results: Achieving

202.5.5c: Integrating Gender Considerations into Program-Funded Activities:

"Managers and teams will ensure the consideration of issues concerning age, gender, and level of physical and/or mental ability in all USAID activities, including customer and stakeholder identification and consultation, planning, implementation, and performance monitoring."

(See revisions to 202.5.5c noted below.)

201.3.3.11b: Gender Analysis (DRAFT)

“b. Requirements

The following mandatory requirements apply to technical analyses carried out as part of the Strategic Planning process:

Environmental Analysis:

Conflict Prevention Analysis:

Gender Analysis: Strategic Plans must reflect attention to gender efforts to improve the status of women by taking into account not only the differential roles of men and women, but also the relationship and balance between them and the institutional structures that support them. Specifically, analytical work performed in the planning and development of Results Frameworks should address at least two questions: (1) how will gender relations affect the achievement of results; and (2) how will results affect the relative status of women. “Gender” is not a separate sector to be analyzed and reported in isolation. Instead, gender mainstreaming requires that gender analysis be applied to each set of issues that is considered in the development of the Strategic Plan. For technical assistance, consult your Operating Unit, Bureau gender specialist, or the USAID Guide to Gender Integration and Analysis.”

201.3.3.13b: How Must Indicators & Evaluations Reflect Gender Considerations? (DRAFT)

“Men and women have different access to development programs and are affected differently by USAID activities. USAID seeks to understand these differences both to improve the overall impact of its programs, and to ensure that women, who traditionally have less access to loans and other economic goods, can obtain the resources they need to improve their lives.

One way to understand the effect of gender on our development efforts would be to disaggregate performance information by sex. In practice, however, this ' is not always feasible or cost effective. The following requirement has been developed to ensure due consideration in assessing the relationship between gender and our development efforts.

Performance management systems and evaluations at the SO and IR levels must include gender-sensitive indicators and sex-disaggregated data when the technical analyses conducted during the planning stage demonstrates that:

- The activity or its anticipated results involve or affect women and men differently

- This difference is potentially significant for managing towards sustainable program impact.

Such activities include, but are not limited to, humanitarian programs, microenterprise grants, and training programs. Where the people targeted by the activity cannot be easily identified (e.g., people who attend mass meetings, people who buy from social marketing program vendors, etc.), it may be too difficult to track and report sex-disaggregated data. In these cases, SO Teams are encouraged to refer to the "USAID Guide to Gender Analysis and Integration" for contextual indicators that may help them to assess gender impact indirectly.

It is highly recommended that SO Teams be aware that their activities may have significant differential effects by social group, and watch to ensure that neither women nor men are disproportionately affected. For example, in a region where eight of ten farmers are women and there are certain social norms governing social relations between the sexes, the SO Team should weigh the benefits of using male versus female agricultural extension agents. Similarly, policy changes can often affect men and women differently, and SO Teams need to look for unexpected effects that need to be addressed."

201.3.5.2a: Gender Analysis

- "Plan for Monitoring Performance.
- **Analyses.** Analyses necessary to support approval of an activity must be prepared and may include economic analysis, social analysis, gender analysis, administrative analysis, technical analysis, institutional analysis, cost-benefit analyses, sector assessments, etc. This is a highly flexible requirement. Operating Units and SO Teams are responsible for determining which analyses are needed to support approval of a given activity and how to document such analyses. ADS 201.3-3-11 lists various types of analyses that Operating Units should consider, and references several papers that describe the methodologies used to conduct such analyses. Given the close linkage between Strategic Plans and activities, analyses performed during the initial design of a Strategic Plan will generally contribute to satisfying requirements for analyses. See Step 3 of Activity Planning.
- **Gender Analysis.** Activities designed following approval of the Strategic Plan must address gender issues in a manner consistent with the analytical work performed during strategy development. If gender analysis has been part of the planning process, the extent to which gender issues need to be addressed in the activity need to be clear, as will the priority to be given to them in Scopes of Work and in the technical evaluation criteria for the obligating instrument(s).
- Additional Planning Considerations"

ECONOMIC

Example Document 1: Program Description [Georgia]

Text Sample:

"SO 4.2 *Cross-Cutting Initiatives*: The activity will support the Mission's WID goals by including specific strategies to improve women entrepreneurs' access to resources and services necessary for their businesses to grow. According to the National Trade Registry, at the end of 1998, 36% of private companies have women partners and 30% are managed by women."

Example Document 2: Request for Proposal (RFP) Kiev 00-03, BIZPRO

Text Sample:

"D. Crosscutting Issues

1. Gender

USAID/Kiev places considerable focus on the integration of gender considerations throughout the entire SME activity portfolio. As shown by the results of the SME Baseline survey completed in August, 1999 (See Annex III), 30% of all micro, small and medium sized enterprises in Ukraine are women owned or directed. Women play an important role in the development of the SME sector in Ukraine. Women in business have different needs from men, and must contend with cultural biases. Identifying and addressing these issues in project design and implementation stages will lead to more equitable and effective activities."

Text Sample:

K.3 52.204-5 WOMEN-OWNED BUSINESS (OTHER THAN SMALL BUSINESS) (MAY 1999)

" (a) Definition. Women-owned business concern, as used in this provision, means a concern that is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of its stock is owned by one or more women; and whose management and daily business operations are controlled by one or more women."

Text Sample:

"A. Developing and promoting company-wide policy initiatives that demonstrate the company's support for awarding contracts and subcontracts to small, small disadvantaged, and women-owned small business concerns; assuring that small, small disadvantaged, and women-owned small businesses are included on the source lists for solicitations for products and services for which they are capable of providing;"

DEMOCRACY

**Example Document 1: Request for Application (RFA) No. 111-00-005, USAID/Armenia
NGO, Strengthening Program**

Text Sample:

"NGOs can also play a crucial role in getting women more involved in the political sphere. Since independence from the Soviet Union, women's participation in the political life of Armenia has declined dramatically. Prior to independence women held 35.6% of the seats in the Supreme Soviet of Armenia. Today they hold only 3% in the National Assembly. Women currently hold no ministerial level positions and only one deputy ministerial level position. Women are active participants, however, in the NGO sector. Not only are there many NGOs addressing women's issues, but also women are the founders and directors of numerous other NGOs. A stronger NGO sector, therefore, presents an opportunity for women to reassert their political influence."

Text Sample:

"The implementer should also pay special attention to the role of women in NGOs as a way to increase their voice in the political process. Although women's NGOs will not necessarily be targeted in this program, the implementer should make every effort to support NGOs which have the potential to increase women's political influence."

SOCIAL

**Example Document 1: Request for Application (RFA) No. 111-00-004, USAID/Armenia
Social Transition Program**

Text Sample:

"4) Approval of the recipient's monitoring and evaluation plans: USAID will review and approve the recipient's monitoring and evaluation plan. An adequate monitoring and evaluation plan is critical for the successful tracking of

program progress and achievement of results. This monitoring and evaluation plan should be clearly linked to the achievement of USAID's intermediate results, and should track program impact on men and women. All people-level data should be disaggregated by gender."

Example Document 2: Request for Applications (RFA) Number 114-00-002 [Georgia]

Text Sample:

"Of particular concern is the worsened situation for women. Social, political and economic upheaval devastates communities, and the most vulnerable people suffer the worst, especially women and children. For many women, such disruption leads to loss of employment and the burden of maintaining families in times of economic hardship. The number of families with women as the sole or major provider has increased sharply. Women's salaries are one-third less than men's. They are underrepresented and often disenfranchised. Women occupy only 3-5 percent of senior civil service positions."

Example Document 3: USAID/KIEV RFP 00-04, Anti-Trafficking Docudrama [Ukraine]

Text Sample:

"Throughout Ukraine, especially in the southern and eastern regions, girls and women are trafficked within their own country and across international borders in a modern-day slave trade. Often duped or coerced by friends and relatives, these girls find themselves forced to work through violence and intimidation in brothels, sweatshops, or in private homes as domestic laborers. Here they become virtual slaves, unable to control their own fate. While the number of trafficked women and girls is difficult to determine, due to its clandestine and criminal nature, the United Nations conservatively estimates that four million people globally are smuggled into foreign countries each year, generating up to \$7 billion annually in illicit profits for criminal syndicates. A significant portion of this human traffic is female. First Lady Hillary Rodham Clinton spoke forcefully about the issue of trafficking during her visit to L'viv in November 1997. It is, for example, a violation of human rights when women are trafficked, bought, and sold as prostitutes . . . This is nothing less than modern-day slavery."